



DEPARTMENT OF THE NAVY
ASSISTANT FOR ADMINISTRATION
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

MEMORANDUM FOR DISTRIBUTION

From: Department of Navy, Assistant for Administration

Subj: NAVY SECRETARIAT EQUAL EMPLOYMENT OPPORTUNITY, EQUAL
OPPORTUNITY AND ANTI-HARASSMENT POLICY STATEMENTS

Ref: (a) Title VII of the Civil Rights Act of 1964, as amended
(b) 29 C.F.R. § 1604.11
(c) EEOC Management Directive (MD) 715
(d) SECNAVINST 5350.16A
(e) SECNAVINST 5300.26D
(f) Department of the Navy, Civilian Human Resources
Manual (CHRM) Subchapter 1601, 1606, 1613, 1614.1
(g) OPNAVINST 5354.1F

Enclosure: (1) Navy Secretariat, Equal Employment Opportunity
Policy Statement
(2) Navy Secretariat, Equal Opportunity Policy
Statement
(3) Navy Secretariat, Anti-Harassment Policy Statement

1. Purpose. To provide Equal Employment Opportunity (EEO), Equal Opportunity (EO) and Anti-Harassment policy statements for Navy Secretariat (DON/AA) in accordance with references (a) through (g).

2. Applicability. This notice applies to all members of the Secretariat, civilians and military, at all levels. We are required to provide annual policy statements in accordance with EEO legislation and provide a work environment that is free of harassment, fosters unbiased treatment of all individuals, and is free of unlawful discrimination. Adherence to the principles of diversity, inclusion, non-discrimination, and equal opportunity contributes to and enhances readiness by promoting respect, trust, engagement, and cohesion among members of the total force.

3. Background. References (a) through (f) establish policy and program requirements for EEO, EO and Anti-Harassment. The Navy Secretariat is committed to the execution of these policies. The enclosed policy statements are issued in support of a total force commitment to EEO, EO, and Anti-Harassment.

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4. Action. Activity heads are to reaffirm these policies and ensure enclosures (1) through (3) are posted prominently on all bulletin boards in proximate location to their civilian and military population and on their activity website. Policy statements must be published and posted within six (6) months of a change in leadership. Annual issuance of the EEO policy statement and Anti-Harassment policy statement is required per reference (c). Copies are to be provided to new staff members, civilian and military, during the check-in process and to new supervisors.

5. Cancellation Contingency. This memorandum may be retained for record purposes or until superseded by another memorandum on the same subject.

A handwritten signature in black ink, appearing to read 'W. R. O'Donnell', is written over the typed name.

W. R. O'DONNELL
Navy Secretariat EEO Officer

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OPPORTUNITY, AND ANTI-HARASSMENT POLICY STATEMENTS

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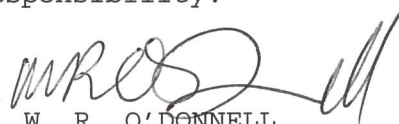
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DEPARTMENT OF NAVY
ASSISTANT FOR ADMINISTRATION

EQUAL EMPLOYMENT OPPORTUNITY (EEO)
POLICY STATEMENT

1. It is the policy of the Navy Secretariat to provide Equal Employment Opportunity (EEO) to all persons and to prohibit discrimination based on race, color, sex (including pregnancy, sexual orientation, and gender identity), religion, national origin, age (over 40), mental or physical disability, genetic information (including family medical history), or reprisal for involvement in any protected EEO activity. We must remain fully committed to preventing and correcting unlawful discrimination in employment practices and operations.
2. If we are to be successful in recruiting and retaining a diverse workforce to perform the essential mission of the Secretariat, we must ensure equal opportunity is provided to all employees and applicants for employment. This covers management practices and decisions including, but not limited to, recruitment and hiring, promotions, transfers, reassignments, training and career development, benefits and separations, while providing each employee or applicant the opportunity and freedom to compete on a fair and level playing field with equal opportunity for all.
3. We will strive to identify and remove all barriers to employment at every level of our organization. Our goal is to establish a model EEO program that is consistent with the Equal Employment Opportunity Commission's (EEOC) Management Directive 715. To achieve this goal, our managers and supervisors, both military and civilian, must fully understand and support our diversity and affirmative employment goals and set the example by participating and motivating our workforce to support all our EEO related programs.
4. Adhering to EEO and workplace diversity objectives is imperative to our mission and a responsibility of all leadership. I am committed to maintaining a work environment free of discrimination or retaliation. The Secretariat will take prompt action against any official who retaliates against any employee for participating in the EEO process or who otherwise behaves inappropriately under this policy. All Secretariat personnel are to advise supervisors, managers, or the command's EEO or EO personnel of any discriminatory conduct affecting the command's work environment.
5. I will hold employees, at all levels, accountable for implementing Department of the Navy EEO policies in their daily actions, conduct, and workplace decisions. The Secretariat leadership will serve as role models, with every staff member (civilian and military) actively participating, supporting, and promoting the Secretariat's EEO policies and remaining informed of, and sensitive to, the impact of all decisions made in their respective areas of responsibility.


W. R. O'DONNELL
Navy Secretariat EEO Officer



DEPARTMENT OF NAVY
ASSISTANT FOR ADMINISTRATION

EQUAL OPPORTUNITY (EO) POLICY STATEMENT

1. The Navy Secretariat is committed to the principles of Equal Opportunity (EO) which promote a diverse workplace free from discrimination and harassment by ensuring equal opportunity and treatment for all Sailors and Marines regardless of race, color, religion, gender, or national origin. Service members shall be evaluated only on individual merit, fitness, and capability.

2. Workplace harassment, including verbal or physical conduct which creates a hostile work environment, will not be tolerated. Allegations of harassment and/or unlawful discrimination will be immediately investigated and where an allegation is substantiated, appropriate action will be taken. No individual in the Secretariat shall:

a) Take reprisal action against a person who provides information on an incident of alleged unlawful discrimination;

b) Knowingly make a false accusation of unlawful discrimination; or

c) Have knowledge of discrimination and not report the incident.

3. Discrimination and harassment undermine our ability to effectively execute our mission. We must work together to promote positive command morale and quality of life by providing an environment in which all personnel can perform to their maximum ability, unimpeded by institutional or individual biases based on race, color, religion, gender, or national origin.

4. The Secretariat encourages the use of the Informal Resolution System (IRS) and the chain of command to resolve conflict at the lowest level. Military personnel may file a complaint of discrimination or sexual harassment, which includes hostile work environment, using the command complaint resolution processes. You should seek assistance from your Command Climate Specialist. If you feel uncomfortable raising the issue with your command, you may request assistance from the Equal Opportunity representative at the next higher level of authority.

W. R. O'DONNELL

Navy Secretariat EEO Officer